



*"People  
helping people  
help  
themselves"*

Mitchell E. Daniels, Jr., Governor  
State of Indiana

***DIVISION OF DISABILITY & REHABILITATIVE SERVICES***  
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## Service Definitions and Documentation Standards

These service definitions and documentation standards are effective January 1, 2009 and forward for DD, AU and SS waiver consumers, at the time of their annual plan renewal, when they begin receiving services under the Uniform Rate Methodology. Individuals who are under the Annual Plan model are expected to follow the Annual Plan service definitions and documentation standards until their annual plan renewal.

| <b>Community Based Habilitation - Individual</b> |  |
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| <b>Service Definition</b>                        | Services outside of the Individual's home that support learning and assistance in the areas of: self-care, sensory/motor development, socialization, daily living skills, communication, community living, and social skills. Community based activities are intended to build relationships and natural supports  |
| <b>Allowable Ratios</b>                          | Individual, 1:1  |
| <b>Allowable Activities</b>                      | <p>Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:</p> <ul style="list-style-type: none"><li>• Leisure activities and community/public events (i.e. integrated camp settings)</li><li>• Educational activities</li><li>• Hobbies</li><li>• Unpaid work experiences (i.e. volunteer opportunities)</li><li>• Maintaining contact with family and friends</li></ul> <p>Training and education in self direction designed to help individuals achieve one or more of the following outcomes:</p> <ul style="list-style-type: none"><li>• Develop self advocacy skills</li><li>• Exercise civil rights</li><li>• Acquire skills that enable the ability to exercise self control and responsibility over services and supports received or needed</li><li>• Acquire skills that enable the individual to become more independent, integrated or productive in the community</li></ul> <p>No limitation on usage per month on the Support Services waiver as long as the individual's budget remains within the annual cap</p> |



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| <b>Activities Not Allowed</b>     | <ul style="list-style-type: none"> <li>• Services that are available under the Rehabilitation Act of 1973 or PL 94-142</li> <li>• Community Habilitation Individual in excess of 25 hours per month for DD and Autism waivers only</li> <li>• Leisure activities that are only diversional in nature, rather than therapeutic in nature</li> <li>• Activities that do not foster the acquisition and retention of skills</li> <li>• Activities that would normally be a component of a person's residential life or services, such as: shopping, banking, household errands, medical appointments, etc.</li> <li>• Services furnished to a minor by parent(s) or step parents(s),</li> <li>• Services furnished to an individual by the individual's spouse,</li> <li>• Non-integrated community activities (staff is not included as part of an integrated setting)</li> </ul>  |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• Community Based Habilitation Services must be reflected in the ISP</li> <li>• Services must address needs identified in the person centered planning process and must be outlined in the ISP</li> </ul>   |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided (i.e. one continuous note may exist even if the ratio changes)</li> </ol> <p><b>GROUP LOGS:</b> A group log is not required for 1:1 services</p> |

## Facility Based Habilitation - Individual

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| <b>Service Definition</b>   | Services outside of the Individual's home in an approved facility that support learning and assistance in the areas of: self-care, sensory/motor development, socialization, daily living skills, communication, community living, and social skills.   |
| <b>Allowable Ratios</b>     | Individual, 1:1   |
| <b>Allowable Activities</b> | <p>Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:</p> <ul style="list-style-type: none"> <li>• Leisure activities and community/public events (i.e. segregated camp settings)</li> <li>• Educational activities</li> <li>• Hobbies</li> <li>• Unpaid work experiences (i.e. volunteer opportunities)</li> </ul> |

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|                                   | <ul style="list-style-type: none"> <li>• Maintaining contact with family and friends</li> </ul> <p>Training and education in self direction designed to help individuals achieve one or more of the following outcomes:</p> <ul style="list-style-type: none"> <li>• Develop self advocacy skills</li> <li>• Exercise civil rights</li> <li>• Acquire skills that enable the ability to exercise self control and responsibility over services and supports received or needed</li> <li>• Acquire skills that enable the individual to become more independent, integrated or productive in the community</li> </ul>  |
| <b>Activities Not Allowed</b>     | <ul style="list-style-type: none"> <li>• Services that are available under the Rehabilitation Act of 1973 or PL 94-142</li> <li>• Leisure activities that are only diversional in nature, rather than therapeutic in nature</li> <li>• Activities that do not foster the acquisition and retention of skills</li> <li>• Activities that would normally be a component of a person's residential life or services, such as: shopping, banking, household errands, medical appointments, etc.</li> <li>• Services furnished to a minor by parent(s) or step parents(s),</li> <li>• Services furnished to an individual by the individual's spouse,</li> <li>• Non-integrated community activities (staff is not included as part of an integrated setting)</li> </ul>   |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• Facility Based Habilitation Services must be reflected in the ISP</li> <li>• Services must address needs identified in the person centered planning process and be outlined in the ISP</li> </ul>  |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer Name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a new discrete service is provided, i.e. one continuous note may exist</li> </ol> <p><b>GROUP LOGS:</b> A group log is not required for 1:1 services</p> |

## Community Based Habilitation - Group Services

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| <b>Service Definition</b> | Services outside of the Individual's home that support learning and assistance in the areas of: self-care, sensory/motor development, socialization, daily living skills, communication, community living, and social skills. Community based activities are intended to build relationships and natural supports. |
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| <b>Allowable Ratios</b>           | Group sizes: 2:1, 3:1, and not to exceed 4:1  |
| <b>Allowable Activities</b>       | <p>Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:</p> <ul style="list-style-type: none"> <li>• Leisure activities and community/public events (i.e. integrated camp settings)</li> <li>• Educational activities</li> <li>• Hobbies</li> <li>• Unpaid work experiences (i.e. volunteer opportunities)</li> <li>• Maintaining contact with family and friends</li> </ul> <p>Training and education in self direction designed to help individuals achieve one or more of the following outcomes:</p> <ul style="list-style-type: none"> <li>• Develop self advocacy skills</li> <li>• Exercise civil rights</li> <li>• Acquire skills that enable the ability to exercise self control and responsibility over services and supports received or needed</li> <li>• Acquire skills that enable the individual to become more independent, integrated or productive in the community</li> </ul> |
| <b>Activities Not Allowed</b>     | <ul style="list-style-type: none"> <li>• Services that are available under the Rehabilitation Act of 1973 or PL 94-142</li> <li>• Leisure activities that are only diversional in nature, rather than therapeutic in nature</li> <li>• Activities that do not foster the acquisition and retention of skills</li> <li>• Activities that would normally be a component of a person's residential life or services, such as: shopping, banking, household errands, medical appointments, etc.</li> <li>• Services furnished to a minor by parent(s) or step parents(s),</li> <li>• Services furnished to an individual by the individual's spouse,</li> <li>• Non-integrated community activities (staff is not included as part of an integrated setting)</li> </ul>   |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• Community Based Habilitation Services must be reflected in the ISP</li> <li>• Services must address needs identified in the person centered planning process and be outlined in the ISP</li> </ul>   |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided (i.e. one continuous note may exist even if the ratio changes)</li> </ol>   |

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|  | <p><b>GROUP LOGS:</b> A group logs should be updated at the top of each hour</p> <p><i>A group log must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. Date of service</li> <li>3. Provider rendering service</li> <li>4. Staff name(s)</li> <li>5. Time frame of service rendered</li> <li>6. Type of service rendered</li> </ol> |
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| <b>Facility Based Habilitation - Group Services</b> |   |
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| <b>Service Definition:</b>                          | Services outside of the Individual's home in an approved facility that support learning and assistance in the areas of: self-care, sensory/motor development, socialization, daily living skills, communication, community living, and social skills.   |
| <b>Allowable Ratios</b>                             | Group sizes: 2:1, 4:1, 6:1, and not to exceed 8:1   |
| <b>Allowable Activities</b>                         | <p>Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:</p> <ul style="list-style-type: none"> <li>• Leisure activities and community/public events (i.e. segregated camp settings)</li> <li>• Educational activities</li> <li>• Hobbies</li> <li>• Unpaid work experiences (i.e. volunteer opportunities)</li> <li>• Maintaining contact with family and friends</li> </ul> <p>Training and education in self direction designed to help individuals achieve one or more of the following outcomes:</p> <ul style="list-style-type: none"> <li>• Develop self advocacy skills</li> <li>• Exercise civil rights</li> <li>• Acquire skills that enable the ability to exercise self control and responsibility over services and supports received or needed</li> <li>• Acquire skills that enable the individual to become more independent, integrated or productive in the community</li> </ul> |
| <b>Activities Not Allowed</b>                       | <ul style="list-style-type: none"> <li>• Services that are available under the Rehabilitation Act of 1973 or PL 94-142</li> <li>• Leisure activities that are only diversional in nature, rather than therapeutic in nature</li> <li>• Activities that do not foster the acquisition and retention of skills</li> <li>• Activities that would normally be a component of a person's residential life or services, such as: shopping, banking, household errands, medical appointments, etc.</li> <li>• Services furnished to a minor by parent(s) or step parents(s)</li> <li>• Services furnished to an individual by the individual's spouse</li> </ul>   |
| <b>Service Delivery Standards</b>                   | <ul style="list-style-type: none"> <li>• Facility Based Habilitation Services must be reflected in the ISP</li> <li>• Services must address needs identified in the person centered planning process and be outlined in the ISP</li> </ul>  |
| <b>Documentation Requirements</b>                   | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p>   |

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|  | <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided (i.e. one continuous note may exist even if the ratio changes)</li> </ol> <p><b>GROUP LOGS:</b> A group logs should be updated at the top of each hour</p> <p><i>A group log must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. Date of service</li> <li>3. Provider rendering service</li> <li>4. Staff name(s)</li> <li>5. Time frame of service rendered</li> <li>6. Type of service rendered</li> </ol> |
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## Pre-Vocational Services

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| <b>Service Definition</b>         | Services that prepare a consumer for paid or unpaid employment. Services include teaching concepts such as compliance, attendance, task completion, problem solving and safety. Services are not job-task oriented, but instead, aimed at generalized result. Services are habilitative in nature and not explicit employment objectives  |
| <b>Allowable Ratios</b>           | <ul style="list-style-type: none"> <li>• Group sizes: 8:1, 10:1, 12:1, 14:1, and not to exceed 16:1.</li> <li>• Not to be provided below 8:1</li> </ul>   |
| <b>Allowable Activities</b>       | <p>Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:</p> <ul style="list-style-type: none"> <li>• Paid and unpaid training compensated less than 50% federal minimum wage</li> <li>• Generalized and transferrable employment skills acquisition.</li> </ul> <p>Consumers may also utilize Supported Employment Follow Along (SEFA) in conjunction with Pre-Vocational Services</p>  |
| <b>Activities Not Allowed</b>     | <ul style="list-style-type: none"> <li>• Services that are available under the Rehabilitation Act of 1973 or section 602(16) &amp; (17) of Individual with Disabilities Education Act</li> <li>• Activities that do not foster the acquisition and retention of skills</li> <li>• Services in which compensation is greater than 50% federal minimum wage</li> <li>• Activities directed at teaching specific job skills</li> <li>• Sheltered employment, facility or community based</li> <li>• Services furnished to a minor by parent(s) or stepparent(s)</li> </ul> |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• Pre-Vocational Services must be reflected in the ISP</li> <li>• All Pre-Vocational Services will be reflected in the individual's plan of care as directed to habilitative, rather than explicit employment objectives</li> <li>• Consumer is not expected to be able to join the general workforce or</li> </ul>  |

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|                                   | participate in sheltered employment within one year (excluding Supported Employment)   |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided (i.e. one continuous note may exist even if the ratio changes)</li> </ol> <p><b>GROUP LOGS:</b> A group logs should be updated at the top of each hour</p> <p><i>A group log must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. Date of service</li> <li>3. Provider rendering service</li> <li>4. Staff name(s)</li> <li>5. Time frame of service rendered</li> <li>6. Type of service rendered</li> </ol> |

## Respite Services

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| <b>Service Definition</b>     | Respite Care services means services provided to individuals unable to care for themselves that are furnished on a short-term basis because of the absence or need for relief of those persons normally providing care. Respite Care can be provided in the individual's home or place of residence, in the caregiver's home, camp settings, or in a non-private residential setting (such as a respite home)   |
| <b>Allowable Activities</b>   | <ul style="list-style-type: none"> <li>• Assistance with toileting and feeding</li> <li>• Assistance with daily living skills, including assistance with accessing the community and community activities</li> <li>• Assistance with grooming and personal hygiene</li> <li>• Meal preparation, serving and cleanup</li> <li>• Administration of medications</li> <li>• Supervision</li> <li>• Individual services</li> <li>• Group services (Unit rate divided by consumers served)</li> </ul> |
| <b>Activities Not Allowed</b> | <ul style="list-style-type: none"> <li>• Reimbursement for room and board</li> <li>• Services provided to an individual living in a licensed facility based setting</li> <li>• The cost of registration fees or the cost of recreational activities (for example, camp)</li> <li>• When the service of Adult Foster Care or Children's Foster Care is</li> </ul>  |

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|                                   | being furnished to the individual  |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• Respite care must be reflected in the Individualized Support Plan</li> </ul>  |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided (i.e. one continuous note may exist even if the ratio changes)</li> </ol> <p><b>GROUP LOGS:</b> A group logs should be updated at the top of each hour</p> <p><i>A group log must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. Date of service</li> <li>3. Provider rendering service</li> <li>4. Staff name(s)</li> <li>5. Time frame of service rendered</li> <li>6. Type of service rendered</li> </ol> |

| <b>Supported Employment Follow Along (SEFA)</b> |   |
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| <b>Service Definition</b>                       | <p>Services and supports that enable an individual to maintain paid employment at or above the federal minimum wage</p> <p>To be eligible for Supported Employment Follow-Along Services, an individual must have made the transition from Vocational Rehabilitation Services supported employment services</p> <p><i>In the following situations:</i></p> <ul style="list-style-type: none"> <li>• Job in jeopardy – the individual will lose his/her job without additional intervention, or</li> <li>• Career advancement – it is determined that the new job requires more complex, comprehensive, intensive supports than can be funded within the SEFA caps, or</li> <li>• Job loss, or</li> </ul> <p>the individual must be referred back to Vocational Rehabilitation for services and reimbursement, no reimbursement for Supported Employment Follow-Along Services will be allowed</p> |
| <b>Allowable Ratios</b>                         | Individual, 1:1   |
| <b>Allowable</b>                                | Reimbursement is available through Supported Employment Follow-Along  |



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| <b>Activities</b>                 | <p>Services for the following activities:</p> <ul style="list-style-type: none"> <li>• Time spent at the individual's work site: observation and supervision of the individual, teaching job tasks and monitoring at the work site a minimum of twice a month, to ascertain the success of the job placement</li> <li>• At the request of the individual, off site monitoring may occur as long as the monitoring directly relates to maintaining a job</li> <li>• Employment services occur in an integrated work setting</li> <li>• The provision of skilled job trainers who accompany the individual for short-term job skill training at the work site to help maintain employment</li> <li>• Regular contact and/or follow-up with the employers, individuals, parents, family members, guardians, advocates or authorized representatives of the individuals, and other appropriate professional and informed advisors, in order to reinforce and stabilize the job placement</li> <li>• Facilitation of natural supports at the work site</li> <li>• Individual program development, writing tasks analyses, monthly reviews, termination reviews and behavioral intervention programs</li> <li>• Advocating for the individual , but <ul style="list-style-type: none"> <li>○ only with persons at the employment site (i.e., employers, co-workers, customers) and only for purposes directly related to employment; OR</li> <li>○ with persons not directly affiliated with the employment site (i.e., parents, bus drivers, case managers, school personnel, landlords, etc.) if the person is hired and currently working</li> </ul> </li> <li>• Staff time used in traveling to and from a work site.</li> <li>• Consumers may also utilize Pre-Vocational Services in conjunction with SEFA</li> </ul> |
| <b>Activities Not Allowed</b>     | <p>Reimbursement is not available under Supported Employment Follow Along services for the following activities:</p> <ul style="list-style-type: none"> <li>• Transportation of an individual participant</li> <li>• Any service that is otherwise available under the Rehabilitation Act of 1973 or Public Law 94-142</li> <li>• Activities taking place in a group, i.e., work crews or enclaves</li> <li>• Public relations</li> <li>• Community education</li> <li>• In-service meetings, department meetings, individual staff development</li> <li>• Incentive payments made to an employer to subsidize the employer's participation in a supported employment program</li> <li>• Payments that are passed through to users of supported employment programs</li> <li>• Sheltered work observation</li> <li>• Payments for vocational training that is not directly related to an individual's supported employment program</li> <li>• Any other activities that are non-individual specific, i.e., the job coach is working the job instead of the individual when the individual is not present</li> <li>• Any activities which are not <u>directly related</u> to the individual's vocational plan</li> </ul>   |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>• When Supported Employment services are provided at a worksite where persons without disabilities are employed, payment will only be made for the adaption, supervision and training required by individuals</li> </ul>   |

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|                                   | <p>receiving waiver services as a result of their disabilities and will not include payment for the supervisory activities rendered as a normal part of the business setting</p> <ul style="list-style-type: none"> <li>Services are tailored to the needs and interests identified in the person centered planning process and must be outlined in the Individualized Support Plan (ISP)</li> </ul>   |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> <li>3. Date of Service</li> <li>4. Provider rendering service</li> <li>5. Primary location of services rendered</li> <li>6. An activity summary for each block of time this service is rendered must exist and must include: duration, service, a brief description of activities, significant medical or behavioral incidents requiring intervention, or any other situation that is uncommon for the consumer. A staff signature must be present for each block of time claimed on a service note. A new entry is not required unless a different discrete service is provided, i.e. one continuous note may exist</li> </ol> <p><b>GROUP NOTES:</b> A group log is not required for 1:1 services</p> |

| <b>Transportation</b>             |   |
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| <b>Service Definition:</b>        | Service offered in order to enable individuals served on the waiver to gain access to facility based waiver day services as specified by the Individual support plan and plan of care   |
| <b>Allowable Ratios</b>           | <i>Not applicable</i>   |
| <b>Allowable Activities</b>       | Two one-way trips per day to or from an approved facility based day service, coordinated or provided by a facility based day service provider   |
| <b>Activities Not Allowed</b>     | Not available for any other HCBS waiver service except facility based day services  |
| <b>Service Delivery Standards</b> | <ul style="list-style-type: none"> <li>Transportation service is offered in addition to medical transportation required under 42 CFR 431.53 and transportation services under the State plan, defined at 42 CFR 440.170(a) (if applicable), and shall not replace them</li> <li>Transportation services under the waiver shall be offered in accordance with the individual's support plan and only by a facility based habilitation service provider</li> <li>Whenever possible, family, neighbors, friends, or community agencies which can provide this service without charge will be utilized</li> </ul> |
| <b>Documentation Requirements</b> | <p><b>SERVICE NOTES:</b> A service note can include multiple discrete services as long as discrete services are clearly identified. A service note entry for this service can be part of a comprehensive daily note with other services recorded, as long it is clearly separated from other services in the note</p> <p><i>A service note must include:</i></p> <ol style="list-style-type: none"> <li>1. Consumer name</li> <li>2. RID #</li> </ol>   |

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|  | <ol style="list-style-type: none"><li>3. Date of Service</li><li>4. Provider rendering service</li><li>5. Pick up point and destination</li><li>6. If contract transportation is utilized, contractor must provide log and invoice support that includes date(s) of transportation provided.</li><li>7. If bus passes or alternative methods of transportation are utilized, invoices and attendance logs must support days for which round trips are billed to the waiver</li></ol> <p><b>GROUP LOG:</b> A group log is not required for 1:1 services</p> |
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